

**EDUCATION REVIEW COMMITTEE**  
**REAL ESTATE COMMISSION**  
Professional and Vocational Licensing Division  
Department of Commerce and Consumer Affairs  
State of Hawaii

**MINUTES OF MEETING**

The agenda for this meeting was filed with the Lieutenant Governor's Office as required by Section 92-7(b), Hawaii Revised Statutes.

Date: Wednesday, August 9, 2000

Time: 10:00 a.m.

Place: Kapuaiwa Room  
HRH Princess Victoria Kamamalu Building  
1010 Richards Street, Second Floor  
Honolulu, Hawaii

Present: Charles Aki, Chair  
Michael Ching, Member  
Mitchell Imanaka, Member  
John Ohama, Member  
Iris Okawa, Member  
Peter Rice, Member

Calvin Kimura, Supervising Executive Officer  
Pamela Garrison, Senior Real Estate Specialist  
Russell Wong, Real Estate Specialist  
Naomi Cole, Real Estate Specialist  
June Kamioka, Program Specialist, P&VLD  
Shari Wong, Deputy Attorney General  
Marsha Shimizu, Hawaii Association of REALTORS®  
Karyn Takahashi, Recording Secretary

Excused: Patricia Choi, Vice Chair  
Casey Choi, Member  
Alfredo Evangelista, Member

Call to Order: Chair Aki called the meeting to order at 10:04 a.m., at which time quorum was established.

ERC Chair Report: Chair Aki welcomed June Kamioka, Program Specialist, to the meeting. Ms. Kamioka stated that she was attending the meeting to get a flavor of the Commission's work, and so far, she has been impressed. She explained to the Committee that she previously worked with the Professional and Vocational Licensing Division, for 14 years. She left the Division for 3 years and recently returned as a Program Specialist.

Real Estate  
Specialist's Report:

**Announcements, Introduction, Correspondence, and Additional Distribution**

Additions to Agenda

Upon a motion by Commissioner Ching, seconded by Commissioner Ohama, it was voted on and unanimously carried to add the following to the agenda:

4. Continuing Education Administration, Curriculum, Courses, Providers, and Instructors
  - b. Applications
    - 3) Course – “Conveyance Seminar,” Author/Owner: Hawaii State Bar Association, Continuing Legal Education, (Provider: Hawaii Association of REALTORS®), Course Category: Other – Conveyance of Real Property, Course Clock Hours: 3.0

Additional Distributions

The following was distributed to Commissioners as additional distributions:

4. Continuing Education Administration, Curriculum, Courses, Providers and Instructors
  - b. Applications
    - 2) Course – “Avoiding Pitfalls in the Closing Process for 2000 and Beyond,” Author/Owner: Title Guaranty Escrow Services, Inc., (Provider: Hawaii Association of REALTORS®), Course Category: Risk Management and Other – Real Estate Transactions: Escrow & Title, Course Clock Hours: 3.0
8. Program of Work, 01
  - k. Instructor's Development Workshop – July 18, 2000 Report

ERC Chair Report:

At this time Chair Aki stated that Commissioners P. Choi, C. Choi and Evangelista are excused from attending today's meeting.

Real Estate  
Specialist's Report:

**Minutes of Meetings**

Upon a motion by Commissioner Ohama, seconded by Commissioner Ching, it was voted on and unanimously carried to accept the minutes of the July 12, 2000, Education Review Committee meeting.

Continuing Education:

**Applications**

1999-2000 Continuing Education Providers and Courses Ratification List

Upon a motion by Commissioner Ching, seconded by Commissioner Imanaka, it was voted on and unanimously carried to recommend approval of the following registrations/certifications:

National Course

Effective Date

“CI 104: Investment Analysis for Commercial Investment Real Estate,” (Commercial Investment Real Estate Institute, an affiliate of the National Association of REALTORS®), Provider: Hawaii Association of REALTORS®, Instructor: Eugene Trowbridge, Credit Hours: 2 elective course credits of 3 1/3 hours each

July 12, 2000

Course – “Avoiding Pitfalls in the Closing Process for 2000 and Beyond.”  
Author/Owner: Title Guaranty Escrow Services, Inc., (Provider: Hawaii  
Association of REALTORS®), Course Category: Risk Management and Other –  
Real Estate Transactions: Escrow & Title, Course Clock Hours: 3.0

Senior Specialist Garrison stated that this course provides an update on escrow and title issues and alerts licensees about how to avoid potential problems they may be facing due to the speed with which transactions may be closed using new technology and the internet.

Upon a motion by Commissioner Imanaka, seconded by Commissioner Ohama, it was voted on and unanimously carried to recommend approval of “Avoiding Pitfalls in the Closing Process for 2000 and Beyond” as a 3 clock hour continuing education course under the course categories Risk Management, and Other Real Estate Transactions: Escrow & Title.

Course – “Conveyance Seminar,” Author/Owner: Hawaii State Bar Association,  
Continuing Legal Education, (Provider: Hawaii Association of REALTORS®),  
Course Category: Other – Conveyance of Real Property, Course Clock Hours:  
3.0

Senior Specialist Garrison stated that this course covers conveyance requirements and various components and issues relating to the conveyance of real property in the State of Hawaii. Topics covered include title report, recordation in the State of Hawaii, forms of conveyance, tenancy, title defects, and encumbrances to title, mortgages and notes.

Upon a motion by Commissioner Ohama, seconded by Commissioner Imanaka, it was voted on and unanimously carried to recommend approval of “Conveyance Seminar” as a 3 clock hour continuing education course under the course category Other – Conveyance of Real Property.

Administration of  
Examinations:

**ASI**

Licensing Examination Statistics FY 2000

A chart listing the examination statistics for fiscal year 2000 was distributed to the Commissioners for their information. Senior Specialist Garrison reported that there was a significant increase in the number of people taking the exam in fiscal year 2000, compared to fiscal year 1999. The increase in the number of license candidates taking the exam indicates that there are increasing numbers of licensees. She added that licensee numbers have returned to 1992 levels.

Licensing Examination Candidates 1990 – 2000

A graph chart showing the number of licensing examination candidates for fiscal years 1990 through 2000 was distributed to the Commissioners for their information.

Experior

A copy of a letter dated July 19, 2000, from Experior was distributed to the Commissioners for their information. Senior Specialist Garrison stated that Experior is interested in bidding on the next RFP for examination services. She added that this is a very early request as the current contract with ASI does not expire until 2004; however, Experior is under the impression that the current contract expires in January 2001.

Educator's Forum: **Hawaii Association of REALTORS®** – no discussion presented.

**Hawaii Chapter of Real Estate Educators Association** – no discussion presented.

**Hawaii Association of Real Estate Schools (HARES)** – no discussion presented.

**Public and Private Institutions of Higher Education** – no discussion presented.

Program of Work  
FY00:

**Instructor's Development Workshop – July 18, 2000 Report**

Senior Specialist Garrison reported on the Instructor's Development Workshop that was held on July 18, 2000, which Commissioner P. Choi, Senior Specialist Garrison and Specialist Cole attended.

Senior Specialist Garrison reported that a total of 60 individuals registered for the workshop, but 58 instructors and potential instructors attended the workshop and received their certificate of completion.

Senior Specialist Garrison also reported that based upon the written evaluation by the attendees, approximately 91% of the attendees thought the course material was, overall, above average or excellent, and 99% of the attendees thought the instructor, Ed Hatch, was, overall, above average or excellent.

Senior Specialist Garrison stated that the only negative was that the room was a little crowded as there were more last minute attendees than anticipated.

**New Technology Program and REC Web Site – Web Site Statistics (July 1999 – June 2000)**

Web site statistics for July 1999 through June 2000 was distributed to the Commissioners for their information. Senior Specialist Garrison reported that the most notable information was the increasing number of hits in the "Licensing Applications and Forms" category.

Chair Aki inquired about the number of hits compared to last year. Specialist Wong replied that the number of hits has doubled.

Next Meeting:

Wednesday, September 13, 2000  
10:00 a.m.  
Kapuaiwa Room  
HRH Princess Victoria Kamamalu Building  
1010 Richards Street, Second Floor  
Honolulu, Hawaii

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Adjournment:               With no further business to discuss, Chair Aki adjourned the meeting at  
10:18 a.m.

Respectfully submitted by:

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Pamela T. Garrison  
Senior Real Estate Specialist

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Date

[        ]       Minutes approved as is.  
[        ]       Minutes approved with changes.

PTG:kt  
08/10/00